



COUNTY OF SAN DIEGO

EQUITY & RACIAL JUSTICE

OFFICE OF EQUITY & RACIAL JUSTICE SPONSORSHIP REQUEST GUIDELINES

We appreciate your interest in an OERJ sponsorship!

Unfortunately, we have already committed all our funding for this fiscal year. We hope to reopen our application site as soon as more funds become available. We value the work you and your organization do in our community and hope to collaborate with you in the future.

Questions? Email us at OERJ@sdcounty.ca.gov.

The Office of Equity & Racial Justice (OERJ) identifies funds to be used for public information and education, and support of professional educational events as part of the annual budget process. Public and private organizations, non-profit and government organizations may submit a Sponsorship Request Application.

OERJ's SPONSORSHIP REQUEST CRITERIA

- The purpose of the activity or event must be consistent with OERJ's [mission](#).
- Sponsorship will strengthen community outreach.
- The requested funds must be available.
- The requested funds must be used to supplement, not supplant, other funding.
- The event must take place in San Diego County.
- The Sponsorship Request must not exceed \$5,000.
- Organizations shall not receive more than two Sponsorship Awards per fiscal year (July- June).
- If a Sponsorship Request is approved, the requestor agrees to include Office of Equity & Racial Justice logo in all event materials, marketing collateral, and media opportunities.

SPONSORSHIP REQUEST APPLICATION PROCESS

A Sponsorship Request Application must be completed. Sponsorship requests are reviewed on an on-going basis. There is no calendar deadline to apply. Applicants should allow **no less than two months (8 weeks)** between application submission and the sponsored event to provide time for review, approval, and planning for Office of Equity & Racial Justice's participation.

Priority will be given in order of applications received.

All Sponsorship Requests shall:

- Be evaluated against Office of Equity & Racial Justice's sponsorship criteria and considered in relationship to OERJ's existing commitments.
- Be submitted on the OERJ's Sponsorship Request Application.
- Meet each of the Sponsorship Request Criteria listed above.

Make sure to include the following documents:

1. Sponsorship Application.
2. Sponsorship Package (from your organization).
3. Event Flyer or promotional material.
4. W-9 Form and Form 590.
 - **It is the responsibility of the organization to ensure that the address on the tax forms are up to date and correct, failure to provide accurate information will result in a delay of warrant (check) received.**
5. Other supplemental information you'd like to provide.

Warrant/Checks:

- It is the responsibility of the requesting organization to keep track of multiple sponsorship requests from County departments. If requesting from more than one (1) department a single check is often issued and will not specify the amount each department is granting.
- Memo requests printed on checks are not guaranteed.
- Check will be sent to address indicated on tax filings.
- Checks will *only* be sent via USPS mail (picking up is not an option).
- Check may arrive after event date.

All sponsorship requests and/or questions shall be submitted to: OERJ@sdcounty.ca.gov